

**Agenda for Wednesday, September 11, 2002 Dade Heritage Trust Board Meeting
Villa Woodbine**

5:30 p.m.—**Reception and tour of villa**—Thanks to Bill Hansen of Bill's Catering for hosting DHT Board

6:00 p.m.—**Call to order**—moment of silence in memory of Sept. 11th— **Bill Murphy**
Approval of minutes

Treasurer's Report—Walter Alvarez

\$13,500 check for insurance settlement—thanks owed pro bono attorney Andrew Moss

\$20,000 received from David Swetland with Conservation Easement on Munroe Cottage

\$700,000 received from County for Preservation Revolving Fund

Auditor hired

Executive Director's Report—Becky Matkov

Thanks to Walter Alvarez for securing great price for leasing copier

Thanks to George Neary for arranging for Board to meet at Villa Woodbine

Application submitted to be a National Trust Local Partner

American Express grant application submitted for Dade Heritage Days

Letter sent to all Miami High Donors asking them to join DHT as members

Press release for Revolving Fund—thanks to Penny Lambeth for distributing to media

Endangered Sites press release next week

Status of Old Miami High Bungalow—many thanks to Rich and Rafael Penalver

National Register application for Munroe Cottage—thanks to Debbie Tackett, Rich and structural engineer Doug Wood for help

President's Report—Bill Murphy

Preservation Revolving Fund—will need to set up committee

National Trust meeting re partnership

Dade Heritage Days—need a chairman of Aviation-themed fundraiser

Ideas for sites of future Board meetings, fall membership event and holiday party

Telethon—September 25th, GMCVB—Dolly MacIntyre

Corporate Membership Drive—Cathy Coates

Hampton House—Enid Pinkney and Kathy Hersh

Newsletter—Marie Stiefel

Next Board Meeting: Wed. Oct. 16, 2002

Dade Heritage Trust Board Meeting
Junior League of Miami Headquarters in the Bennet Building
713 Biltmore Way, Coral Gables
July 17, 2002

Present: Bill Murphy, Kathy Hersh, Dolly MacIntyre, Becky Roper Matkov, Judy Pruitt, Penny Lambeth, Ruth Jacobs, Neil Robertson, Walter Alvarez, Enid Pinkney, George Neary, Clay Hamilton, Rafeal Penalver, Frans Boetes

Absent: Luis Penelas, Tina Lane, Patricia Allen, Thorn Grafton, Tony Alonso, Joan Thompson, Chico Goldsmith, Don MacCullough, John Hinson, Marie Stiefel, Elena Carpenter, Richard Heisenbottle, Lee Pinto, Cathy Coates

After a tour of Junior League Headquarters, led by Judy Pruitt, President Bill Murphy called the meeting to order at 6:00 pm. Minutes were approved with no changes.

Old Miami High Bungalow legal issues: Rafeal Penalver reported there has been no commitment from Alan Morris Company to deed the property to the city. Rich Heisenbottle is working on the project. For the State grant request of \$300,000 which DHT has submitted, we need to solidify the ownership issue. Question seems to be who will be getting the property and from whom and who will take title. Neil Robertson moved to authorize up to \$1,000 for any liability insurance to protect the property. Dolly MacIntyre seconded. If residents are moved out, the money would be used to fence the property. Don Marx moved DHT accept the property contingent upon providing an insurance binder. Penny Lambeth seconded. Becky Matkov will poll the board on July 27 regarding DHT taking title to the property.

Treasure's Report: Walter Alvarez reported on the budget proposal for the year, the proposed budget was accepted.

Historic Sites: Don Marx moved and Clay Hamilton seconded that DHT with the Historic Preservation Board authorize changes to the Firehouse Four. The motion passed.

Newsletter article: Board members discussed the importance of notifying owners of property on the National Register of Historic Places in order to get a tax deduction. It was suggested that Debbie Tackett write an article for newsletter on the topic.

Telethon: Dolly MacIntyre will organize a telethon in August for board members to spend two hours calling prospective members.

Endangered Sites: After discussion the board selected its Endangered Sites List for 2002. The vote of 9-3 selected the Hampton House as #1 on the list; Old Miami High as second place.

Submitted by Judy Pruitt for Blanca Mesa

Dade Heritage Trust Budget for 2002/2003

Income

3000 Grants	124,000.00
3100 Membership Dues	16,000.00
3200 Donations	10,000.00
3300 Administration Fees	4,300.00
3350 Advertising Income	6,000.00
3400 MHN Publication Sales	10,000.00
3450 Merchandise Sales	100.00
3500 Meeting/Event Income	15,000.00
3550 Sponsorships	10,000.00
3901 Investment/Dividend Income	600.00
4006 Revolving Fund Administration Fee	70,000.00
 Total Income	 266,000.00

Expenses

5000 Salary Expense	119,000.00
5115 Meeting/Events/Catering	8,000.00
5120 Merchandise Purchase	1,000.00
5200 Printing/Design	20,000.00
5300 Repair & Maintenance	9,500.00
5400 Licenses & Permits	1,500.00
5450 Waste Removal	1,600.00
5500 Contract Services	2,500.00
5600 Utilities	2,500.00
5700 Insurance	8,000.00
5710 Accountant Fees	4,000.00
5750 Professional/Legal Fees	5,000.00
5800 Advertising & Promotion	10,000.00
5820 Awards/Prize & Gifts	2,000.00
5830 Special & Fundraising Events Expenses/Spkrs	10,000.00
5840 Seminars/Conferences/Mtgs.	3,000.00
5850 Photos/Signs/Banners	5,000.00
5990 Misc. Licensing & Tax	3,000.00
6010 Payroll Taxes	9,500.00
6015 Medical Insurance	5,400.00
6200 Vehicle Expenses	150.00
6300 Payroll Processing Services	2,500.00
6310 Office Supplies	4,500.00

6320 Telephone	4,800.00
6330 Dues & Subscriptions	1,200.00
6340 Mtg/Events Equipment Rentals	1,000.00
6500 Bank Charges	250.00
6510 Books, Magazines & Publications	285.00
6520 Credit Cards Sales	300.00
6521 Credit Cards Discount Fee-membership	200.00
6600 Rent	4.00
6610 Equipment-Lease & Maintance	4,900.00
6710 Vehicle Insurance	750.00
6810 Postage	7,161.00
6830 Travel(Transportation & Lodging)	2,500.00
6840 Alarm Monitoring	450.00
6930 Equipment Purchase	3,000.00
6933 Reimbursement	1,300.00
6935 City Cemetery	250.00
Total Expenses	266,000.00



Northern Trust

595 BILTMORE WAY
CORAL GABLES, FLORIDA 33134

Statement of Account

PAGE 1 OF 5

STATEMENT CLOSING DATE
AUGUST 30, 2002

PLEASE REFER INQUIRIES TO:
CHRISTINA LUNSFORD
1-305-529-7700

20 ITEMS ENCLOSED

DADE HERITAGE ++A++ TRUST
190 SE 12 TER
MIAMI FL 33131-3204

COMBINED STATEMENT

SUMMARY OF ACCOUNTS

<u>TYPE OF ACCOUNT</u>	<u>ACCOUNT #</u>	<u>ENDING BALANCE</u>
BUSINESS ANCHOR CHECKING	1240001367	20,000.00
ANCHOR INVESTMENT**	902553676	37,253.13

ANCHOR INVESTMENT 902553676

MUTUAL FUND PORTFOLIO POSITION

NORTHERN FUND:
NUMBER OF SHARES
SHARE PRICE
MARKET VALUE
ANNUAL YIELD TO MKT
DIVIDEND INCOME

NORTHERN MONEY MARKET FUND
37,253.130
1.000
37,253.13
1.40
44.14

** An investment in Northern Funds is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental agency. Although the money market funds seek to preserve the value of your investment at \$1.00 per share, it is possible to lose money by investing in the Funds.

Shares of Northern Funds are distributed by Northern Funds Distributors, LLC, an independent third party.

Income	Actual Month			Actual 12 Months			Actual Last Yr.
	Aug/02	YTD	07/02-06/03	Annual Budget	07/02-06/03	124,000.00	
3000 Grants						<u>87,669.00</u>	
3100 Membership Dues	<u>345.00</u>	<u>2,520.00</u>			<u>16,000.00</u>	<u>16,380.00</u>	
3200 Donations	<u>20,006.00</u>	<u>20,006.00</u>			<u>10,000.00</u>	<u>7,306.00</u>	
3300 Administration Fees		<u>2,000.00</u>			<u>4,300.00</u>		
3350 Advertising Income					<u>6,000.00</u>	<u>5,400.00</u>	
3400 "MHN" Publication Sales		<u>2,701.70</u>			<u>10,000.00</u>	<u>43,959.34</u>	
3450 Merchandise Sales		<u>100.00</u>			<u>100.00</u>		
3500 Meeting/Event Income					<u>15,000.00</u>	<u>3,750.00</u>	
3510 Tour Income					<u>910.00</u>		
3550 Sponsorships					<u>10,000.00</u>	<u>8,000.00</u>	
3600 Other Income					<u>602.19</u>		
3601 Author's Fees					<u>2,000.00</u>		
3900 Interest Income(Bank)					<u>576.33</u>		
3901 Investment/ Dividend Income					<u>44.14</u>	<u>101.24</u>	
3999 Reimbursement Expenses					<u>600.00</u>	<u>45.78</u>	
4000 Brickell Park Legal Defense Fund					<u>216.55</u>		
4001 Credit card sales/Villagers							
4002 Endowment Fund						<u>1,100.00</u>	
4004 Save Old Miami High					<u>165.00</u>	<u>995.00</u>	
4005 Hampton House						<u>45,471.00</u>	
4006 Revolving Fund Administration Fee						<u>1,210.00</u>	
Total Income		<u>25,361.84</u>			<u>28,540.34</u>	<u>266,000.00</u>	<u>224,596.19</u>

EXPENSE	Actual Month <u>July/02</u> <u>6,811.60</u>	Actual 12 Month <u>YTD</u> <u>13,623.20</u>	Annual Budget <u>7/02-6/03</u> <u>119,000.00</u>	Actual Last Year <u>84,498.70</u>
5000-SALARY EXPENSES				
5115- MEETING/EVENT / CATERING	<u>71.00</u>	<u>322.84</u>	<u>8,000.00</u>	<u>3,425.97</u>
5120-MERCHANDISE PURCHASE				
5200-PRINTING/DESIGN				
5300-REPAIR & MAINTENANCE	<u>75.00</u>	<u>340.19</u>	<u>9,500.00</u>	<u>732.19</u>
5400-LICENSES & PERMITS	<u>61.25</u>	<u>61.25</u>	<u>1,500.00</u>	<u>1,152.25</u>
5450-WASTE REMOVAL				
5500-CONTRACT SERVICES				
5600-UTILITIES	<u>163.51</u>	<u>241.86</u>	<u>2,500.00</u>	<u>2,212.93</u>
5700-INSURANCE	<u>5,181.17</u>	<u>6,331.17</u>	<u>8,000.00</u>	<u>7,736.18</u>
5710-ACCOUNTANT FEES				
5750-PROFESSIONAL/LEGAL FEES				
5800-ADVERTISING & PROMOTION				
5810-PRINTING				
5820-AWARDS/PRIZE & GIFTS				
5830-SPECIAL & FUNDRAISING EVENTS-EXPENSES/SPKRS				
5840-SEMINARS/CONFERENCES/MTGS.				
5850-PHOTOGRAPHY/SIGNS & BANNERS				
5990-MISC. LICENSING & TAX				

6010-PAYROLL TAXES	<u>1,389.67</u>	<u>9,500.00</u>	<u>11,296.17</u>
6015-MEDICAL INSURANCE	<u>500.00</u>	<u>1,000.00</u>	<u>4,050.00</u>
6200-VEHICLE EXPENSE	<u>21.00</u>	<u>150.00</u>	<u>738.05</u>
6300-PAYROLL PROCESSING SERVICE	<u>149.31</u>	<u>1,200.00</u>	<u>1,360.26</u>
6310-OFFICE SUPPLIES	<u>294.44</u>	<u>455.69</u>	<u>4,500.00</u>
6320-TELEPHONE	<u>409.03</u>	<u>805.58</u>	<u>4,800.00</u>
6330-DUES & SUBSCRIPTIONS	<u>545.00</u>	<u>569.00</u>	<u>2,500.00</u>
6340-MTG/EVENTS EQUIPMENT RENTAL			
6500-BANK CHARGES			
6510-BOOKS, MAGAZINES & PUBLICATIONS			
6520-CREDIT CARD SALES			
6521-CREDIT CARD DISCOUNT FEE-MEMBERSHIP			
6600-RENT			
6610-EQUIPMENT-LEASE & MAINTENANCE			
6710-VEHICLE INSURANCE			
6810-POSTAGE			
6830-TRAVEL(TRANSPORTATION & LODGING)			
6840-ALARM MONITORING			
6930-EQUIPMENT PURCHASES			
6931-DOWNTOWN MIAMI MAIN STREET PROGRAM			

6932-Knight Foundation Video

6933- Reimbursement 13.00 1,300.00 1,305.41

6935-City Cemetery 250.00 250.00

6936-Credit Card sales/Villagers

6938-Hampton House 1,210.00 1,210.00

TOTAL EXPENSES 16,803.14 30,026.50 266,000.00 216,120.62

Excess Revenue Over Expenses

8,558.70 (1,473.16)

Executive Director's Report for September 11, 2002 Board Meeting

Fundraising:

Finalized processing of \$700,000 check from Miami-Dade County
Secured conservation easement donation of \$20,000 from David Swetland for Munroe Cottage
Secured \$2000 from David Swetland as DHT fee to prepare National Register nomination
Met with Cathy Coates to plan corporate membership drive
Secured donations from Southeast Insurance Center
Wrote application to National Trust to become a Local Partner, which would enable us to apply for grants
Wrote letter to donors of Miami High to ask them to join DHT
Wrote letter to Tony Goldman to serve on Dade Heritage Days Honorary Advisory Committee
Wrote letters to companies to seek ads for Preservation Today
Helped Parrot Jungle arrange historic tour and sold **Miami's Historic Neighborhoods** books
Attended Salomon Smith Barney presentation on planned giving

Community Outreach and Public Relations

Wrote press release re Revolving Fund and arranged for Commissioner Katy Sorenson to present check for photo op
Worked on Preservation Today magazine and mailed it to Bureau of Historic Preservation for review
Wrote letters of support for Bonnet House designation and for Hampton House
Helped arrange speakers for Black Archives' "Happy Birthday Miami" event at Lyric
Investigated potential Endangered Sites and took photos
Attended Downtowner networking event at Hyatt
Visited Opa-locka Hangar with Walter Alvarez and Frans Boetes to meet with Dickson Prew and Charles Wirt re saving WWII hangar from demolition
Attended Hampton House press conference
Arranged for appraisal by Carlton Cole of Old Miami High Bungalow
Attended Greater Miami Aviation Association luncheon to meet Angela Gittens
Attended City of Miami HEP Board workshop about historic designations
Met with developer Kevin Reilly, Ann Marie Clyatt, Arva Parks and City officials re Old Miami High
Attended Historical Museum opening on Cuban Flora and Fauna

Administrative

Prepared preliminary National Register application and mailed to Tallahassee
Met with Bill Murphy, Rich Heisenbottle, Enid Pinkney and National Trust's Loan Fund director Rhoda Staufer and Mac Nichols
Prepared info for Executive Committee and Board meetings
Handled paperwork for State grant requests
Supervised bids for replacement of copier lease

**Dade Heritage Trust Funds Secured by Executive Director for
Fiscal Year 2001-2002**

\$10,000---State Historic Preservation grant for Endangered Sites magazine publication

\$30,000—Miami-Dade Cultural Affairs grant for Dade Heritage Days

\$15,000—American Express grant for Dade Heritage Days

\$10,000—Leigh Foundation grant for Dade Heritage Days

\$15,000—The Goldsmith Family Foundation grant for Dade Heritage Days

\$10,000—Peacock Foundation, Inc., for Dade Heritage Days

\$1,000—Mellon Bank underwriting for Preservation Awards at Biltmore

\$2,000---Donation of Editor's Fee paid by Historical Publishing Network for **Miami's Historic Neighborhoods** (Last installment of \$15,000 for Becky to edit book—all of which Becky donated to Dade Heritage Trust)

\$43,959—**Miami's Historic Neighborhoods** book sales

\$3,900—Villager donation to pay for new DHT air conditioning system; another \$2000 has been promised to pay for ceiling repair

\$139,859

PLUS:

\$37,000—Cultural Affairs Grant for Dade Heritage Days 2003 (already awarded; to be paid in fall)

\$2000—August 3, 2002—Fee Secured from David Swetland for DHT to prepare National Register nomination

\$20,000—Conservation Easement Donation from David Swetland (to be paid at signing of easement)

\$700,000—Preservation Revolving Fund money from Miami-Dade County (Being mailed within week)

PLUS, SUBMITTED AND PENDING:

\$300,000 State Historic Preservation Special Category Grant Request for Old Miami High Bungalow, with DHT to receive \$30,000 in administrative fees

2002-2003 OFFICERS

PRESIDENT
William Murphy

FIRST VICE
PRESIDENT
Richard Heisenbottle

SECOND VICE
PRESIDENT
Judith Pruitt

TREASURER
Walter Alvarez

SECRETARY
Blanca Mesa

AT LARGE
Penny Lambeth
George T. Neary

PAST PRESIDENT
Jeanette Poole

TRUSTEES
Frans Boetes
Cathy Coates
Elena V. Carpenter
Bertram J. "Chico"
Goldsmith

Hamilton
Cathy Hersh
John A. Hinson
Dolby MacIntyre
Don Marx
Rafael Penalver
Luis Penelas
Enid Pinkney
Lee Pinto
Neil Robertson
Marie C. Stiefel

ADVISORS
Gay Bondurant
Gary Held
Adolfo Henriques
Ruth Jacobs
Sallye Jude
Nancy Liebman
Leslie Pantin
Arva Moore Parks
Elizabeth Plater-Zyberk
Janice Pryor
M. Athalie Range
Norah Schaefer
Don Slesnick
Herb Sosa

EXECUTIVE DIRECTOR
Sally Roper Matkov



July 31, 2002

To: All Board Members and Advisors

From: Dade Heritage Trust

IMPORTANT!!!!!!!!!

The U.S. Post Office has called and warned Dade Heritage Trust that we are in danger of losing our Bulk Mail Permit because individual DHT members have been mailing our publications—magazines, newsletters, brochures, invitations, etc.—without putting their own postage on each piece.

Dade Heritage Trust's Bulk Mail permit—which is printed on our publications—is good only for mailings of over 200 pieces at one time, which DHT separates by zip code, bundles, and delivers all at once—with the proper documentation-- to the U.S. Mail Airport Facility.

In addition to jeopardizing our Bulk Mail permit, mail sent without the correct postage is automatically tossed out by the Post Office—so our publications are wasted as well.

One more incident of incorrect use, we've been told by the Post Office, and we will no longer have our DHT bulk permit, which would mean we have to send everything first class at a cost of thousands more a year.

So please, share our publications with your contacts, mail DHT invitations and newsletters to your friends—but always add your own postage!

Thanks so much!

2003 OFFICERS

PRESIDENT
William Murphy

FIRST VICE PRESIDENT
Richard Heisenbottle

SECOND VICE PRESIDENT
Judith Pruitt

TREASURER
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Clay Hamilton
Kathy Hersh
John A. Hinson
Dolly MacIntyre
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Rafael Penalver
Luis Penelas
Enid Pinkney
Lee Pinto
Neil Robertson
Marie C. Stiefel

ADVISORS
Gay Bondurant
Gary Held
Adolfo Henriques
Ruth Jacobs
Sallye Jude
Nancy Liebman
Leslie Pantin
Arva Moore Parks
Elizabeth Plater-Zyberk
Janice Pryor
M. Athalie Range
Norah Schaefer
Don Slesnick
Herb Sosa

EXECUTIVE DIRECTOR
Becky Roper Matkov



For Immediate Release
Contact: Becky Roper Matkov
305-358-9572

Dade Heritage Trust Receives \$700,000 in Funding to Establish Preservation Revolving Fund for Historic Sites

Dade Heritage Trust, Miami's leading historic preservation nonprofit organization, has just received funding from Miami-Dade County to establish a Preservation Revolving Fund.

On August 16, 2002 Miami-Dade County Commissioner Katy Sorenson presented a \$700,000 check from Miami-Dade County to Dade Heritage Trust Executive Director Becky Roper Matkov and Dade Heritage Trust President Bill Murphy to establish a Preservation Revolving Fund to save and protect endangered historic properties.

The mission of the Dade Heritage Trust Revolving Fund will be: 1) To save endangered historic properties in Miami-Dade County; 2) To promote the revitalization of historic neighborhoods and districts, with special consideration given to those with greatest economic need, and 3) To demonstrate to the community the economic and social benefits of historic preservation.

The Preservation Revolving Fund will enable Dade Heritage Trust to act quickly by offering options when an historic property is threatened. The Revolving Fund will make acquisitions, accept donations of property and conservation easements and offer low-interest, small loans to assist buyers, owners and developers of historically significant properties.

Dade Heritage Trust worked closely with the Miami-Dade County Historic Preservation Office over many months to develop guidelines for the Preservation Revolving Fund, looking at models of revolving funds across the country. The budget allocation was approved by the Miami-Dade County Commission in the fall of 2001.

-more-

MIAMI-DADE COUNTY, FLORIDA



OFFICE OF HISTORIC PRESERVATION
140 WEST FLAGLER STREET
SUITE 1102
MIAMI, FLORIDA 33130-1561
305-375-4958
Facsimile 305-372-6394

July 26, 2002

Ms. Becky Matkov
Executive Director
Dade Heritage Trust

Dear Ms. Matkov:

Please find attached a fully executed agreement of the Dade Heritage Trust Revolving Fund. We have already requested the check and it should be available to you shortly. Congratulations once again and thank you for your assistance in moving this matter forward.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ivan A. Rodriguez'.

Ivan A. Rodriguez
Interim Director

IR/whs

Enclosure

AGREEMENT FOR DADE HERITAGE TRUST HISTORIC PRESERVATION REVOLVING FUND

THIS AGREEMENT dated July 25, 2002, is entered into by and between **MIAMI-DADE COUNTY**, a political subdivision of the State of Florida ("County"), and **DADE HERITAGE TRUST, INC.**, a Florida not-for profit corporation ("DHT"), pursuant to and in order to implement Ordinance No. 01-143 (the "Ordinance") adopted by the Board of Commissioners of the County September 21, 2001.

NOW THEREFOR, in consideration of the agreements herein contained the parties hereby agree as follows:

1. Upon execution of this Agreement by both parties County shall promptly pay to DHT the entire \$700,000.00 (the "Funds") awarded DHT by the County pursuant to the Ordinance. Such payment shall be made by one or more checks payable to DHT at DHT's address specified below unless the parties agree to have the Funds wired to one or more bank accounts established by DHT for such purpose.
2. DHT shall receive, hold, administer and disburse the Funds and any interest earned thereon and other moneys received in connection therewith in accordance with the "**DADE HERITAGE TRUST HISTORIC PRESERVATION REVOLVING FUND GUIDELINES**" (the "Guidelines") which are attached hereto as a part hereof. Upon execution of this Agreement by both parties DHT shall promptly establish the Dade Heritage Trust Revolving Fund Standing Committee as contemplated by the Guidelines; however, it is understood by the parties that DHT shall be solely responsible for compliance with DHT's obligations under this Agreement, and that all actions of such Standing Committee shall be subject to approval by DHT.
3. DHT shall keep and maintain at all times complete and accurate books of accounts and records of DHT's administration and use of the Funds and any interest earned thereon and other moneys received in connection therewith, which books and records shall be maintained at DHT's administrative office which is currently located at 190 Southeast 12th Terrace, Miami, Florida 33131. In addition to the annual audit provided for under the Guidelines, County shall have the right upon 10 days prior written notice to DHT to inspect such books and records at DHT's administrative office.

IN WITNESS WHEREOF, County and DHT have caused this Agreement to be executed by their respective and duly authorized officers the day and year first above written. This Agreement and attached Guidelines have been reviewed and approved for form and legal sufficiency by Thomas Logue, Assistant County Attorney, and Ivan A. Rodriguez, Interim Director, Office of Historic Preservation.

4.26 ENTIRETY OF AGREEMENT

This writing embodies the entire agreement and understanding between the parties hereto, and there are no other agreements and understanding, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. No alteration, change, or modification of the terms of the Agreement shall be valid unless made in writing and signed by both parties hereto and approved by appropriate action of the DHT. This Agreement, regardless of where executed, shall be governed by and construed according to the laws of the State of Florida.

IN WITNESS WHEREOF the parties hereto have executed these represents this 25th day of July, 2002.

ATTEST:



HARVEY RUVIN, CLERK
Andrea J. Come
DEPUTY CLERK

MIAMI-DADE COUNTY, FLORIDA
BY: Alecia T. Andal
COUNTY MANAGER

By: Rebecca R. Matlow
EXECUTIVE DIRECTOR
DADE HERITAGE TRUST

**DADE HERITAGE TRUST
HISTORIC PRESERVATION REVOLVING FUND
GUIDELINES**

The Dade Heritage Trust Historic Preservation Revolving Fund (“Revolving Fund”) was established with the financial assistance of the Miami-Dade County Board of County Commissioners in September 2001. Dade Heritage Trust, established in 1972, is a nonprofit membership organization dedicated to preserving historically, archaeologically, and culturally significant properties throughout Miami-Dade County.

MISSION of the DADE HERITAGE TRUST REVOLVING FUND:

To save endangered historic properties in Miami-Dade County which are designated or eligible to be designated on the National Register of Historic Places or by County or municipal preservation ordinances

To promote the revitalization of historic neighborhoods and districts, with special consideration given to those with greatest economic need

To demonstrate to the community the economic and social benefits of historic preservation

METHODS:

The Dade Heritage Trust Revolving Fund is established as a Standing Committee of the nonprofit, 501(C)3 Dade Heritage Trust, Inc. The Committee will include a total of seven members who collectively have expertise in real estate, banking, law, architecture, historic preservation and neighborhood revitalization. The Director of the Miami-Dade County Office of Historic Preservation will serve as one of the seven members of the Dade Heritage Trust Revolving Fund Committee. All decisions will be made by a majority vote of the Committee members, who will recommend a loan or project to the full Dade Heritage Trust Board for final approval.

The Dade Heritage Trust Revolving Fund Committee will establish criteria for evaluating Dade Heritage Trust Revolving Fund projects, with the approval of the Dade Heritage Trust Board.

Dade Heritage Trust will educate the public about the Dade Heritage Trust Revolving Fund as a tool for preservation.

**The Dade Heritage Trust Revolving Fund is established to save and protect endangered properties utilizing real estate techniques including:
options**

**purchase agreements/acquisitions
right of first refusal
life estates
acceptance of donations
long-term leases
preservation easements
relocation
restoration/rehabilitation
resale with protective covenants
loans for historic properties**

FUNDING:

The \$700,000 approved by the Miami-Dade County Commission at the September 20/21, 2001 Budget Commission Meeting will be disbursed to Dade Heritage Trust in one lump sum payment to establish the Dade Heritage Trust Revolving Fund in perpetuity.

The funds will be deposited by Dade Heritage Trust in one or more interest-bearing accounts, separate from Dade Heritage Trust's operating account. The Dade Heritage Trust Revolving Fund books and records will be kept separate and Miami-Dade County will have the right to inspect and audit upon 10 days notice. Interest accrued will go to increase the corpus of the Dade Heritage Trust Revolving Fund. Dade Heritage Trust will be entitled to a 10% administrative fee per year on the corpus, plus reimbursement for all costs associated with fund activities, such as, but not limited to, legal, accounting, advertising, engineering, architectural, and surveying fees.

Dade Heritage Trust will work to increase the amount in the corpus of the Revolving Fund by grant writing, fundraising, accepting donations of property for resale, and charging interest on money lent to owners for purchase, restoration or rehabilitation of historic properties. At any point in time, no more than fifty percent of the Revolving Fund's assets (excluding all interests in real property and other tangible property) shall be outstanding as loans to ensure that adequate resources remain for the Fund's overall goals and objectives.

Dade Heritage Trust will contract with a reputable CPA firm to conduct a certified full audit of the Dade Heritage Trust Revolving Fund at the end of each Dade Heritage Trust fiscal year. A copy of this certified audit will be presented to the Miami-Dade County Office of Historic Preservation.

The Loan Program of the Dade Heritage Trust Revolving Fund

Dade Heritage Trust will administer the Revolving Loan Fund for the purpose of assisting buyers, owners, and developers of historically, archaeologically, and culturally significant properties consistent with its mission, sound historic preservation principles, and the guidelines detailed below.

Eligible Applicants

To be considered for an Historic Preservation Revolving Loan Fund loan (“Loan”), an applicant must be either:

- an active and duly registered Florida nonprofit corporation; or,
- an active and duly registered Florida for profit corporation or recognized business entity; or,
- a municipal or county governmental agency based in Miami-Dade County; or,
- an owner of residential or commercial property that is located within Miami-Dade County.

Eligible Properties

To be eligible for a loan, the property must be:

- individually listed in a municipal, county, state or national register of historic properties; or,
- a contributing property within a designated municipal, county, state or national historic district; or,
- * a property determined to be eligible for listing as an individual historic site or as a contributing historic district property, and which has applied for such designation, in a municipal, county, state or national register, and located within Miami-Dade County.

Loan Award Disbursement

The minimum loan amount to be accepted for review is \$5,000.

The maximum loan amount to be accepted for review is \$50,000, though the loan committee may accept under rare circumstances applications for amounts that exceed the maximum if a serious, tangible, and immediate threat exists for a significant eligible property.

The maximum loan amount shall not exceed 40% of project funding for governmental agencies and business, commercial, income generating, or for-profit corporate property owners. The maximum loan amount shall not exceed 75% of project funding for nonprofit or private non-income generating property owners.

Loan Term Requirements

Each applicant must demonstrate sufficient collateral to secure the loan.

The prevailing loan rate per annum will be the prime lending rate plus 1% for non-profit or private non-income generating property owners and the prime lending rate plus 3% for all other applicants.

It is expected that the terms of most loans will not exceed five (5) years.

Principal repayments will be made monthly or quarterly, usually beginning one month after the date of disbursement.

Interest payments will be made monthly and will also usually begin one month after the date of disbursement.

Eligible Uses and Restrictions on the Uses of Loan Funds

The loans are to be used for the following purposes and with the following considerations:

To preserve, improve, restore, rehabilitate, or stabilize the architectural, historical, or cultural character of the eligible property;

Be located at sites that are prominent for the area and significant for the future of the neighborhood's revitalization and stabilization; and,

May be used to acquire adjacent or neighboring properties that enhance, contribute to, or protect the eligible property's architectural, historical, or cultural character or setting;

Loans for the preservation, improvement, restoration, rehabilitation, acquisition, or stabilization (or any combination thereof) are defined as follows:

Preservation: The act or process of applying measures to sustain the existing form, integrity, and material of an historic property.

Improvement: The act of upgrading the basic physical condition of a property in a manner consistent with the U.S. Secretary of the Interior's *Standards for the Treatment of Historic*

Properties, in effect at the time of application and as may be changed or revised. This type of activity includes upgrading mechanical systems, providing appropriate access for the disabled, and bringing a property into conformance with applicable building codes.

Restoration: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular time period by means of the removal of features from other periods in its history and reconstructing missing features from the restoration period.

Rehabilitation: The act or process of making possible an efficient compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its architectural, historical, or cultural values.

Acquisition: The process of obtaining an interest in real property for the purpose of preserving or enhancing the architectural, historical, or cultural significance of the property. Acquisition may include the purchase of title, development rights, life estates, remainder interests, conservation, preservation or

other easements, or any other interest in real property that would result in the preservation of an eligible property.

Stabilization: The process of securing a structure from additional or preventable deterioration as much as possible until a preservation-sensitive plan for the property can be arranged.

Project Application Requirements:

For a proposed project to be properly evaluated by the loan committee, each project application must include the following information:

1. Copy of a designation report, the National Register nomination form, or a statement of the property's historic, architectural and/or cultural significance.
2. Description of the project, its historic preservation and economic significance, and its relevance or importance to the community in which it is located.
3. Accurate description of the present physical condition of the property and, if available, any professional condition assessments or evaluations.
4. Photographs of the property, interior and exterior, highlighting the particular areas requiring the application of loan funds.
5. Proposed scope of work, budget and financial plan, architectural, engineering, or other construction plans or designs acceptable to the loan committee.
6. If not a private individual, individuals, or private partnership, a description of the corporate or business entity must be provided along with a copy of the most recent audited financial statement. If the entity is a nonprofit corporation, an Internal Revenue Service letter supporting current nonprofit (501(c)(3)) status must be included.

Agreements by Successful Applicants

If the proposed project application is approved by the loan committee and the DHT Board of Trustees, the applicants agree to the following conditions:

- Sign a project loan agreement with Dade Heritage Trust.
- Conduct all work in accordance with the *U.S. Secretary of the Interior's Standards*, as mentioned, and other applicable county or municipal historic preservation guidelines.
- Sign a protective covenant to ensure the future integrity of the property.
- Recognize Dade Heritage Trust and Miami-Dade County in all signage, literature, or promotion of the project.

Examples of Eligible Costs and Improvements

As examples, the following list is illustrative of some of the costs and improvements that are eligible for loans under this program:

- demolition of non-historic or non-contributing elements

- repair or replacement of damaged or missing architectural and façade details, such as cornices, brackets, friezes, *et cetera*
- masonry work and repair, including chimneys
- exterior structural work and repairs, including foundations
- roof repair or replacement with appropriate historic materials, including fascia, flashing and gutters
- repair and replacement of siding, trim, doors, and windows with appropriate historic materials
- repair and replacement of porches, balconies, steps and stairways with appropriate historic materials
- repair and replacement of electrical, mechanical, and plumbing elements
- fire safety and sprinkler systems for commercial structures
- contributing historic outbuildings and landscape features, such as walls or fountains
- interior and exterior structural elements
- interior and exterior painting and plastering
- repair or replacement of floors with appropriate historic materials, such as wood, tile, or terrazzo, and
- repair or replacement of significant interior details, such as fireplaces, moldings, rails, light fixtures, *et cetera*.

Labor costs are eligible *if* the work is done by a qualified worker other than the applicant or owner. Reimbursements for the applicant's or owner's own labor is ineligible.

Architectural, engineering, legal fees and other soft costs directly related to the project may be eligible for up to 20% of the value of the loan, if approved by the loan committee.

Examples of Ineligible Costs and Improvements

As examples, the following list is illustrative of some of the costs and improvements that are *ineligible* for loans under this program:

The payment of fines, liens, or other encumbrances to the property, except in rare circumstances where the property may otherwise be lost or significantly damaged.

The payment of any administrative costs related to the routine maintenance or management of a property.

Projects consisting of largely cosmetic, aesthetic, or landscape changes.

Repair to or work on non-historic additions and outbuildings.

Kitchen and bathroom remodeling.

Inappropriate additions, repairs or replacements, including non-historic decorative elements, skylights, artificial (aluminum, asbestos, or vinyl) siding, solar panels, and security features.

Non-historic or inappropriate roofing material changes, repairs, or replacements.

Description of Other Funding Sources, Sought or Acquired

The applicant should include a description of other eligible funding sources that have been sought or acquired by the applicant for the project. Certain projects may be eligible for State Historic Preservation Grants, Community Development Block Grants (CDBG) administered by the county and various cities, Rehabilitation Grants administered by the Miami-Dade Urban Economic Revitalization Task Force, Commercial Revitalization Program (CRP) grants and low-interest loans administered by the Miami-Dade Office of Community and Economic Development (OCED).

Additional Historic Preservation Incentives

All designated historic properties in Miami-Dade County, whether designated by the county, a city, or on the National Register of Historic Places, are potentially eligible for the county's Historic Preservation Ad Valorem Tax Abatement program. This allows an eligible historic property to avoid paying property taxes on the county's portion of the millage for the value of all qualified structural improvements, approved prior to the commencement of work, to an historic property for up to ten years. Interested applicants should contact the county's Office of Historic Preservation at 305-375-4958 for more information.

Additionally, commercial and income producing historic properties may be eligible for up to a 20% federal tax credit for the value of improvements to an historic property. The credit is applicable to work accomplished in accordance with the *U.S. Secretary of the Interior's Standards for Rehabilitation* and approved prior to commencement of the work. More information may be received by contacting Mr. Walter S. Marder, the preservation architect with the Florida Division of Historical Resources, at 850-487-2333 or toll-free at 800-847-7278.

Application Review Process

The staff of Dade Heritage Trust will screen applications to determine project eligibility. If any additional information is required, the applicant will be directly contacted. Projects determined eligible will be passed to the loan committee of Dade Heritage Trust for review and approval. If approved by the loan committee and the Dade Heritage Trust Board of Trustees, the applicant will receive written notification of the loan award amount. The applicant must submit within 15 days a written acceptance of the award notification.

Within 60 days, the applicant must submit plans and supporting documentation for design review by Dade Heritage Trust and the appropriate county or municipal historic preservation agency. Work may begin following design review approval by Dade Heritage Trust. However, Dade Heritage Trust is not responsible for assisting the applicant in the receipt of any city, county, state, or federal permits or approvals necessary for work to begin.

Projects must be completed within eighteen (18) months of loan approval. In certain cases, one-year extensions may be granted. In the event that the property is sold or transferred during the course of the loan and before final repayment has been received by Dade Heritage Trust, the loan shall constitute a lien against the property.

Evaluation of the Level of Risk or Endangerment to the Property
(To be completed by Dade Heritage Trust Staff only.)

- The property is threatened with demolition.
- The property is at a high risk of loss because:
 - Extensive existing structural damage
 - Uninhabited and absentee ownership
 - Economic factors (encroaching development, changed zoning, etc.)
 - Environmental factors (erosion, flooding, severe termite or fire damage, etc.)
 - Other factors to be described _____

Dade Heritage Trust provides equal access and equal opportunity in employment and services and does not discriminate on the basis of race or ethnicity, color, creed, national origin or religion, age, gender, sexual preference, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.). Dade Heritage Trust supports and advocates compliance with the requirements of the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973 which prohibit discrimination on the basis of disability.

PRESERVATION EASEMENTS: A Gift to the Future

Dade Heritage Trust has a program to accept and hold protective easements on property to assure the preservation of architecturally and historically significant buildings. The preservation easement is a way by which the owner can protect the architectural integrity of a building for the benefit of the community and future generations.

WHAT IS A PRESERVATION EASEMENT?

A preservation easement is a contract by which the property owner transfers to another clearly specified rights or privileges pertaining to the subject property. An easement allows for restrictions on modifications to a building. It is written in the form of a deed, granted in perpetuity to Dade Heritage Trust and specifies the level to which the building is to be restored and maintained and provides for monitoring and enforcement.

WHY GIVE AN EASEMENT?

A preservation easement is given to preserve the appearance of an historic building. The owner of a particular property often wants to be sure that the visual appearance will not be altered or neglected in the future. By giving an easement, the present owners can be assured that the property will be protected indefinitely, regardless of who the future owners may be. There also may be tax advantages when an easement is given.

WHAT BUILDINGS ARE ELIGIBLE FOR AN EASEMENT?

Charitable deductions for easement contributions are restricted to properties individually listed on the National Register of Historic Places or certified as contributing to a National Register Historic District. Although it is possible to donate an easement on a property not listed on the Register, no charitable deduction can be taken.

WHAT ELEMENTS OF A BUILDING ARE PROTECTED BY AN EASEMENT?

The easement can be unique to each property and may incorporate many elements. Protected features may include the facades, the interior, the grounds, view sheds, or air rights, etc. The façade easement is a common type of donation. The terms of the agreement are reached by mutual consent between the property owner and the easement-holding organization.

WHAT RESTRICTIONS ARE IMPOSED ON THE PROPERTY OWNER?

The primary restrictions of an easement relate to the physical maintenance and possible modification of the building's façade. These restrictions apply only to the portion(s) of the building which are included in the easement. The property may continue to be used for whatever purpose the owner may choose. The grantor of the easement assumes the obligation of securing the approval of Dade Heritage Trust before undertaking changes to any elements covered in the easement.

HOW LONG DOES AN EASEMENT LAST?

The Internal Revenue Service allows charitable deductions to be taken only for perpetual easements.

WHO GIVES AN EASEMENT?

Any public, private or corporate owner of an historic property can donate a façade easement. The kind of ownership affects the tax benefits that result from donating an easement, with corporations benefiting less than individual owners or partnerships. Both the donating owner and any subsequent owners during the lifetime of the easement are bound by its regulations. The easement stays with the property, not the owner.

WHO IS RESPONSIBLE FOR IMPROVING AND MAINTAINING THE BUILDING?

Although the property owner grants certain rights and privileges to Dade Heritage Trust, under the terms of the easement, the owner retains full possession of the property and is responsible for maintaining the building. As part of the easement, the property owner agrees to improve and maintain the subject façade to the agreed upon level of care. The owner is also responsible for obtaining adequate fire and liability insurance and for listing the Dade Heritage Trust as an additional insured on his insurance policy.

SHOULD AN EASEMENT BE DONATED BEFORE OR AFTER ANY IMPROVEMENTS ARE COMPLETED?

The property owner may wish to complete the improvement program and then donate the easement on the improved building to Dade Heritage Trust. Since any improvements are likely to add to the value of the building, the deduction would be proportionally higher. Alternately, the owner may donate the easement and then undertake improvements. This course of action may permit the property owner to take charitable deduction on the before restoration value of the property and then take an additional charitable deduction on the value of the extra restoration mandated in the easement.

WILL THE GRANTING OF AN EASEMENT ALWAYS INVOLVE IMPROVEMENTS?

Dade Heritage Trust is oriented toward the preservation of the visual character of historic buildings, not their full restoration. In many cases, an easement can be negotiated that accepts existing conditions of the building and provides guidelines for its future restoration. This insures that any changes to the building in the future will be in the direction of restoration.

WHAT RESTRICTIONS WILL APPLY TO SIGNS?

The signage for each building can be developed as part of the overall façade specifications. The signage finally worked out should be consistent with the character of the building as originally designed.

WHAT IS THE PROCESS FOR MAKING CHANGES TO THE FAÇADE AFTER AN EASEMENT HAS BEEN GRANTED?

The property owner describes his or her proposed changes to the Dade Heritage Trust, which determines whether or not it is compatible with the building's historic architectural character. All major changes require advance approval of Dade Heritage Trust. The alteration policy will be based on the Secretary of Interior Standards for Rehabilitation. If the property is locally designated, the property owner will be required to secure a Certificate of Appropriateness from the local government body.

WHAT HAPPENS IN THE EVENT OF THE ACCIDENTAL DESTRUCTION OF THE FAÇADE?

Necessary emergency repairs would be made by the property owner to render the property safe. Then he or she would work with Dade Heritage Trust to restore the building to the easement specifications. In the event of total destruction Dade Heritage Trust would likely cancel the easement, but if the building is restored, the terms of the easement would still apply.

WHAT ARE THE TAX CONSEQUENCES OF EASEMENT DONATIONS?

The gift of an historic façade easement may have income, gift, estate and real property tax consequences that will be beneficial to the donor of the easement. The tax consequences of a gift must be determined between the donor, assisted by his or her attorney or accountant, and the tax authorities. According to the National Park Service, "in most cases an easement donor may deduct the value of the easement, for up to thirty percent of the taxpayer's adjusted gross income, from Federal taxes. Any excess value may be carried forward up to five years. The value of the easement is based on the difference between the appraised fair market value of the property prior to conveying an easement and its value with the easement restrictions in place. Under most circumstances the value of an easement depends upon the property's development potential and operates under the assumption that an easement limits development, thereby reducing the value of the property." Easements may be combined with Federal Historic Rehabilitation tax credits. Property owners interested in donating an easement should contact Dade Heritage Trust for more information.

The National Park Service lists Dade Heritage Trust as a local easement-holding organization. DHT currently holds several active façade easements, including the Warner Place and Firehouse Four in Miami.

